

# 2005-2006 Member File Sampling Form

Grantee:  
 Program Name:  
 Program Service Site:  
 Program Year:

Sample # /

Date:

By:

Member: \_\_\_\_\_  
 SS# \_\_\_\_\_

Are the following items in the member's file?	YES	NO
<b>Member application, complete with letters of reference</b>		
<b>Member enrollment form</b> <ul style="list-style-type: none"> <li>Is it signed and dated by the member and the program director?</li> </ul>		
<b>Parental Consent form</b> (if the member is under 18)		
<b>Criminal Background Check</b> (only required if the applicant serves/ works with children or other vulnerable populations) (Pr. B 6 h) <ul style="list-style-type: none"> <li>Police Record</li> <li>Child Abuse Registry</li> </ul>		
<b>Tax Documents</b> (NA to EAP) <ul style="list-style-type: none"> <li>Is there a W-4 form to document tax withholdings?</li> </ul>		
<b>Acceptable documentation of citizenship / naturalization / resident alien status?</b> (Pr. B 6 a) This means a completed I-9 form, PLUS a photocopy of one of the following: <ul style="list-style-type: none"> <li>A birth certificate showing that the individual was born in one of the 50 states, the District of Colombia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands</li> <li>A U.S. passport</li> <li>A report of birth abroad of a U.S. citizen (FS-240) issued by the State Department</li> <li>A certificate of birth- foreign service (FS-545) issued by the State Department</li> <li>A certificate of naturalization</li> <li>A certificate of citizenship (INS form N-560 or N-561)</li> </ul> <b>OR: Primary documentation of status as a lawful permanent resident of the U.S.</b> One of the following is acceptable: <ul style="list-style-type: none"> <li>Permanent resident card (INS form I-551)</li> <li>Alien registration card (INS form I-551)</li> <li>A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence</li> </ul>		

*\*\*Certification by Program Director that they have seen such documentation is sufficient, effective 8/9/02*

Are the following items in the member's file?	YES	NO
<b>Copy of the Loan Forbearance Request Form sent to the Corporation</b> <ul style="list-style-type: none"> <li>• Is there evidence that the opportunity to forbear loans was offered to members?</li> </ul>		
<b>Member Contract that stipulates the following (Pr. B 7 b):</b> <ul style="list-style-type: none"> <li>• The minimum number of service hours and other requirements (as developed by the Program) necessary to successfully complete the term of service and be eligible for the education award.</li> <li>• Acceptable conduct</li> <li>• Prohibited activities</li> <li>• Requirements under the Drug Free Work Place Act</li> <li>• Suspension and termination rules</li> <li>• Circumstances in which members may be released for cause</li> <li>• Position description</li> <li>• Grievance Procedure as approved by NVSC</li> <li>• Start and end dates of member's term of service (to match WBRs)</li> <li>• Living allowance amount and how member will be paid</li> <li>• Signed and dated by the member and the program coordinator</li> </ul>		
<b>High School Diploma/GED (Pr. B 6 a)*</b> <ul style="list-style-type: none"> <li>• If the member has not earned a high school diploma or a GED, has the member signed a statement affirming that he/she has not dropped out of elementary or secondary school to enroll as an AmeriCorps Participant?</li> <li>• If the member has not earned a diploma or GED, has the member agreed in writing to obtain a high school diploma or GED in order to be eligible to receive the education award?</li> <li>• If the member has not obtained a High school diploma or GED, is there documentation that the program has helped the member earn a GED?</li> <li>• If the answer is no to all of the above, is there documentation from an independent evaluator that the member is not capable of earning a diploma/GED?</li> </ul> <p><i>*Member self-certification is sufficient effective 8/9/02.</i></p>		

Are the following items in the member's file?	YES	NO
<b>Time Sheets</b> <ul style="list-style-type: none"> <li>Are they signed by both the Member and the Site Supervisor?</li> <li>Are they up to date?</li> <li>Do the timesheets track service hours vs. training/indirect service hours separately?</li> <li>Is the addition on each sheet correct?</li> <li>Are activities for which time is claimed allowable?</li> <li>Do the timesheets match WBRS?</li> </ul>		
<b>Completed Performance Evaluations</b> (NA to EAP) <ul style="list-style-type: none"> <li>Mid Term + End-of-Term</li> <li>At minimum: hour review / ability to complete assignments satisfactorily / ability to meet performance criteria communicated at beginning of term</li> </ul>		
<b>Member End of Term / Exit Form</b> (if Member has exited) (Pr. B 16 e) <ul style="list-style-type: none"> <li>Was the Members Term in compliance with program requirements (Full time members must have 12 months to complete their term / Part time members must have 9 months)?</li> <li>If an extension was needed (including suspension or compelling personal circumstances) is there adequate documentation to show the need for the extension, and approval? Was this filed with the Commission?</li> <li>Is the date on the form concurrent with the date the Member exited the program?</li> <li>Do the number of hours served match the number of hours shown on the time logs?</li> </ul>		

**COMMENTS:**